

STATE OF MICHIGAN

Gretchen Whitmer, Governor

DEPARTMENT OF TREASURY

Rachael Eubanks, State Treasurer



Report on
Financial Statements

**VILLAGE OF
THREE OAKS**

September 2018

VILLAGE OF THREE OAKS

VILLAGE COUNCIL

(March 15, 2019)

David Grosse
President

Steve Graziano
President Pro-Tem

John Kramer
Council Member

Colleen Newquist
Council Member

John Pappa
Council Member

Becky Thomas
Council Member

Troy Zebell
Council Member

Mike Greene
Manager

Cynthia Moynihan
Clerk

Lois Jones
Treasurer

VILLAGE POPULATION--2010
1,622

TAXABLE VALUATION--2018
\$38,501,000



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 15, 2019

Village Council
Village of Three Oaks
P.O. Box 335
Three Oaks, Michigan 49128

Independent Auditor's Report

Dear Council Members:

Report on the Financial Statements

We have audited the accompanying basic financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Three Oaks, Berrien County, Michigan, as of and for the fiscal year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Village of Three Oaks' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether

due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Three Oaks, Berrien County, Michigan, as of September 30, 2018, and the respective changes in financial position and, where applicable, cash flows, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 1 through 9 as well as budgetary comparison information, Exhibits J through M, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Village of Three Oaks' basic financial statements. The accompanying supplementary and related information presented in Exhibits N through Q, are presented for the purpose of additional analysis and are not a required part of the basic financial statements. The accompanying supplementary and related information presented in Exhibits N through Q are the responsibility of management and were derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the accompanying supplementary and related information presented in Exhibits N through Q are fairly stated in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated March 15, 2019, on our consideration of the Village of Three Oaks' internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Three Oaks' internal control over financial reporting and compliance.

Sincerely,



Cary Jay Vaughn, CPA, CGFM

Audit Manager

Community Engagement and Finance Division

VILLAGE OF THREE OAKS

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VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

Our discussion and analysis of the Village of Three Oaks' financial performance provides an overview of the Village's financial activities for the fiscal year ending September 30, 2018.

Financial Highlights

- The Village performed \$146,494 of paving infrastructure projects on various streets in the Village and \$87,804 for the parking area behind the Library.
- Motor Transportation Fund (the gas tax) revenues increased 10% with this being the first full fiscal year of the gas tax increase.
- The Village began a pilot treatment system for processing the Village's wastewater.

USING THIS ANNUAL REPORT

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements, and required supplementary information. This report also contains supplementary information in addition to the basic financial statements. The basic financial statements include a series of financial statements. The Statement of Net Position and the Statement of Activities on Exhibits A and B provide information about the activities of the Village as a whole and present a longer-term view of the Village's finances. Fund financial statements start with Exhibit C. For governmental activities, these statements tell how these services were financed in the short-term as well as what remains for future spending. Fund financial statements also report the Village's operations in more detail than the government-wide statements by providing information about the Village's most significant funds. The remaining statements provide financial information about activities for which the Village acts solely as a trustee or agent for the benefit of those outside of the government.

Reporting the Village as a Whole

The Statement of Net Position and the Statement of Activities

These statements include all assets and liabilities using accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Village's net position and changes in them. You can think of the Village's net position—the difference between assets and liabilities—as one way to measure the Village's financial health, or financial position. Over time, increases or decreases in the Village's net position are one indicator of whether its financial health is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Village's property tax base and the condition of Village's infrastructure, to assess the overall health of the Village.

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

In the Statement of Net Position and the Statement of Activities we divide the Village into two kinds of activities:

- Governmental activities—Most of the Village's basic services are reported here, including the police, fire, public works and parks departments, and general administration. Property taxes, franchise fees, and state and federal grants finance most of these activities.
- Business-type activities—The Village charges a fee to customers to help it cover all or most of the cost of certain services it provides. The Village's water and sewer systems are reported here.

Report the Village's Major Fund

Fund Financial Statements

Our analysis of the Village's major funds begins with Exhibits C and D with additional information provided in Note A of the Notes to the Financial Statements. Some funds are required to be established by state law such as the Major Street, Local Street, and Municipal Street Funds. The Village's two kinds of funds, governmental and proprietary, use different accounting approaches.

- *Governmental funds*—Most of the Village's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other *financial* assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Village's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Village's programs. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements or Exhibits C and D.
- *Proprietary funds*—When the Village charges customers for the services it provides, these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Position and the Statement of Activities. In fact, the Village's enterprise funds (a component of proprietary funds) are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

Additional Required Supplementary Information (RSI)

Following the basic financial statements is additional Required Supplementary Information that further explains and supports the information in the financial statements. The Required Supplementary Information includes budgetary comparison schedules.

Other Supplementary Information

Other supplementary information includes combining financial statements for the non-major governmental funds in Exhibits N through Q. These exhibits provide the balance sheet and income statement for the individual funds that are combined into the non-major governmental column in Exhibits C and D. This also includes the General Fund Schedules of Revenues and Expenditures.

The Village as a Whole

The Village's combined net position increased from \$8,540,848 to \$8,709,181 or \$168,333 for the year ending September 30, 2018. This is similar to the previous year when the net position increased \$341,195. Our analysis focuses on the net position (Table 1) and changes in net position (Table 2) of the Village's governmental and business-type activities.

Table 1
Net Position of the Governmental and Business-Type Activities

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2018	2017	2018	2017	2018
Current and						
Other Assets	\$ 1,834,403	\$ 1,897,622	\$ 2,043,360	\$ 2,061,108	\$ 3,877,763	\$ 3,958,730
Net Capital Assets	1,960,109	2,095,151	8,619,759	8,372,534	10,579,868	10,467,685
Total Assets	3,794,512	3,992,773	10,663,119	10,433,642	14,457,631	14,426,415
Current Liabilities	33,474	31,578	5,143	60,521	38,617	92,099
Non-current Liabilities	76,166	58,135	5,802,000	5,567,000	5,878,166	5,625,135
Total Liabilities	109,640	89,713	5,807,143	5,627,521	5,916,783	5,717,234
Net Position						
Net Investment in						
Capital Assets	1,883,943	2,037,016	2,817,759	2,805,534	4,701,702	4,842,550
Restricted	657,085	692,343	1,276,430	1,365,762	1,933,515	2,058,105
Unrestricted	1,143,844	1,173,701	761,787	634,825	1,905,631	1,808,526
Total Net Position	\$ 3,684,872	\$ 3,903,060	\$ 4,855,976	\$ 4,806,121	\$ 8,540,848	\$ 8,709,181

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

The Village as a Whole (Continued)

The Village's governmental activities net position increased overall by 6% or \$218,188 (\$3,903,060 compared to \$3,684,872). The increased net investment in capital assets resulted from parking lot improvements, a new DPW truck, and the continued rebuilding of the Village street infrastructure. The restricted net position increased as street funds increased with the increase in the gas tax revenues and additional funding from the state for street projects. The unrestricted net position increased as the Village continues to monitor expenses to maintain a steady financial position.

The Village's business-type activities net position decreased overall by 1% or \$49,855 (\$4,855,976 compared to \$4,806,121). The decrease in the net investment in capital assets was due to the continued depreciation on the sewer and water systems. The increase in restricted net position is due to the funds required to be set aside for future repair and replacement of the systems. The decrease in the unrestricted net position is due to an increased amount of contracted services required to maintain the systems and initial costs for entering the pilot treatment system for the wastewater.

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS
For the Fiscal Year Ended September 30, 2018

The Village as a Whole (Continued)

Table 2
Changes in Net Position of Governmental Activities

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2018	2017	2018	2017	2018
Program Revenue						
Charges for Services	\$ 125,828	\$ 132,197	\$ 927,610	\$ 960,721	\$ 1,053,438	\$ 1,092,918
Operating Grants and Contributions	257,948	261,256	-	-	257,948	261,256
General Revenue						
Property Taxes	549,854	552,857	-	-	549,854	552,857
State-Shared Revenues	162,866	167,631	-	-	162,866	167,631
Unrestricted Investment						
Earnings	7,053	11,059	3,069	5,078	10,122	16,137
Rents	22,233	23,133	-	-	22,233	23,133
Other	4,412	3,390	-	-	4,412	3,390
Total Revenues	<u>1,130,194</u>	<u>1,151,523</u>	<u>930,679</u>	<u>965,799</u>	<u>2,060,873</u>	<u>2,117,322</u>
Program Expenses						
General Government	139,019	137,856	-	-	139,019	137,856
Public Safety	306,540	307,749	-	-	306,540	307,749
Public Works	397,210	416,776	-	-	397,210	416,776
Community and Economic						
Development	7,713	14,447	-	-	7,713	14,447
Recreation and Cultural	67,684	53,728	-	-	67,684	53,728
Interest on Debt	3,415	2,779	-	-	3,415	2,779
Sewer	-	-	363,362	556,490	363,362	556,490
Water	-	-	434,735	459,164	434,735	459,164
Total Expenses	<u>921,581</u>	<u>933,335</u>	<u>798,097</u>	<u>1,015,654</u>	<u>1,719,678</u>	<u>1,948,989</u>
Change in Net Position	<u>\$ 208,613</u>	<u>\$ 218,188</u>	<u>\$ 132,582</u>	<u>\$ (49,855)</u>	<u>\$ 341,195</u>	<u>\$ 168,333</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

The Village as a Whole (Continued)

Governmental Activities

The revenues for the Village's governmental activities increased by 2% or \$21,329, while expenses increased by 1% or \$11,754. The increase in the revenues is primarily due to an increase in revenue sharing and gas tax funds received from the state. The primary increase in expenses is in the public works due to the increased costs caused by the harsher winter experienced by the Village and also in the community and economic development area as the Village began working on a new master plan. These increases were offset by a decrease in the recreational and cultural activity as the Village performed park improvements last year in preparation for the Village's 150-year anniversary.

Business-Type Activities

The revenues for the Village's business-type activities increased by 4% or \$35,120, while expenses increased by 27% or \$217,557. The revenue increase was due to an increase in the ready to serve fees for the sewer from \$17.71 to \$21 a month. The expenses increased as the Village began contracting the maintenance of the sewer and water system along with the costs for entering into a pilot program for the sewer treatment.

THE VILLAGE'S FUNDS

As the Village completed the year, its governmental fund (as presented in the balance sheet on Exhibit C) reported a fund balance of \$1,832,901 which is \$63,488 more than last year's \$1,769,453. The primary reasons for the governmental funds' increase is due to the increase in state grants mentioned previously.

GENERAL FUND BUDGETARY HIGHLIGHT

Over the course of the year, the Village's budget was monitored monthly to continuously evaluate the financial position of the Village. Adjustments were approved throughout the year to try and take into account the activities of the Village for the year. The largest adjustments in the General Fund revenues were to increase the state revenue sharing for the increase from the state. The largest adjustments in the General Fund expenses were for the community and economic development, capital outlay, and debt service to account for the master plan, new DPW truck and parking lot project, and debt payment. Significant adjustments were also made to the Major and Local Street Funds to account for the infrastructure projects performed.

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

As of September 30, 2018, the Village had \$10,467,685 invested in a broad range of capital assets, including land, buildings, land improvements, vehicles, equipment, street and sidewalk infrastructure, and water and sewer infrastructure. This amount represents a net decrease (including additions and deductions) of \$112,183.

Table 3
Capital Assets at Year-End

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2018	2017	2018	2017	2018
	Land	\$ 275,914	\$ 275,914	\$ 54,517	\$ 54,517	\$ 330,431
Land Improvements	277,301	365,105	40,089	86,894	317,390	451,999
Buildings and Improvements	397,261	397,261	60,462	60,462	457,723	457,723
Equipment	208,101	208,101	115,259	166,691	323,360	374,792
Vehicles	545,942	579,802	42,794	42,794	588,736	622,596
Infrastructure	1,552,162	1,698,656	-	-	1,552,162	1,698,656
Sewer System	-	-	6,838,824	6,838,824	6,838,824	6,838,824
Water System	-	-	6,678,713	6,678,713	6,678,713	6,678,713
Total Capital Assets	3,256,681	3,524,839	13,830,658	13,928,895	17,087,339	17,453,734
Total Accumulated Depreciation	(1,296,572)	(1,429,688)	(5,210,899)	(5,556,361)	(6,507,471)	(6,986,049)
Total Net Capital Assets	\$ 1,960,109	\$ 2,095,151	\$ 8,619,759	\$ 8,372,534	\$ 10,579,868	\$ 10,467,685

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT’S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

CAPITAL ASSET AND DEBT ADMINISTRATION (Continued)

This year’s major capital asset additions included the following:

Street Infrastructure	\$ 146,494
DPW Truck	33,860
Parking Lot Repaving	87,804
Lagoon Access Road	46,805
Sewer and Water Equipment	<u>51,432</u>
 Total Additions	 <u><u>\$ 366,395</u></u>

The Village’s fiscal year 2018 capital budget calls for continued improvement to the Village’s streets and sidewalk systems. The Village has no plans to issue additional debt to finance these projects. More detailed information about the Village’s capital assets is presented in Note G to the financial statements.

Debt

At year-end, the Village had \$5,625,135 in bonds and notes outstanding versus \$5,878,166 last year, a net decrease of \$253,031, as shown in Table 4. The decrease is due to the continuing payment on the Village’s debt.

Table 4
Outstanding Debt at Year-End

	Governmental Activities		Business-Type Activities		Total Primary Government	
	2017	2018	2017	2018	2017	2018
Installment Purchase						
Agreements	\$ 76,166	\$ 58,135	\$ -	\$ -	\$ 76,166	\$ 58,135
Bonds Payable	<u>-</u>	<u>-</u>	<u>5,802,000</u>	<u>5,567,000</u>	<u>5,802,000</u>	<u>5,567,000</u>
Total Outstanding Debt	<u><u>\$ 76,166</u></u>	<u><u>\$ 58,135</u></u>	<u><u>\$5,802,000</u></u>	<u><u>\$5,567,000</u></u>	<u><u>\$5,878,166</u></u>	<u><u>\$5,625,135</u></u>

More detailed information about the Village’s long-term debt is presented in Note H to the financial statements.

VILLAGE OF THREE OAKS--BERRIEN COUNTY

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the Fiscal Year Ended September 30, 2018

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET

The Village's budget for 2018/2019 has been designed to continue to address the Village's infrastructure. More street projects are planned for the upcoming fiscal year and more funds will be set aside for these projects along with other capital improvement needs.

CONTACTING THE VILLAGE'S FINANCIAL MANAGEMENT

This financial report is intended to provide our citizens, taxpayers, customers, and investors with a general overview of the Village of Three Oaks finances and to show accountability for the money it receives. If you have questions about this report or need additional information, we welcome you to contact the Village's office at: P.O. Box 335, Three Oaks, Michigan 49128, telephone number 269-756-9221.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
GOVERNMENT-WIDE STATEMENT OF NET POSITION
September 30, 2018

EXHIBIT A

	PRIMARY GOVERNMENT			Component Unit
	Governmental Activities	Business-Type Activities	Total	
ASSETS				
Current Assets				
Cash and Cash Equivalents	\$ 1,821,373	\$ 670,023	\$ 2,491,396	\$ 59,061
Receivables (Net)				
Taxes--Delinquent	33,704	-	33,704	-
Special Assessments--Delinquent	6,264	-	6,264	-
Accounts	4,141	25,323	29,464	-
Due From State	26,786	-	26,786	-
Due From Other Funds--Primary Government	-	-	-	7,842
Inventory	5,354	-	5,354	-
Total Current Assets	1,897,622	695,346	2,592,968	66,903
Non-current Assets				
Restricted Cash	-	1,365,762	1,365,762	-
Capital Assets--Net of Accumulated Depreciation	1,819,237	8,318,017	10,137,254	-
Capital Assets--Non-depreciating	275,914	54,517	330,431	-
Total Assets	3,992,773	10,433,642	14,426,415	66,903
LIABILITIES				
Current Liabilities				
Accounts Payable	20,829	60,521	81,350	9,084
Due to Other Funds--Component Unit	7,842	-	7,842	-
Accrued Liabilities	681	-	681	-
Escrow Payable	2,226	-	2,226	-
Total Current Liabilities	31,578	60,521	92,099	9,084
Long-Term Liabilities				
Bonds Payable--Due Within One Year	-	243,000	243,000	-
Bonds Payable--Due in More Than One Year	-	5,324,000	5,324,000	-
Installment Purchase Payable--Due Within One Year	18,688	-	18,688	-
Installment Purchase Payable--Due in More Than One Year	39,447	-	39,447	-
Total Long-Term Liabilities	58,135	5,567,000	5,625,135	-
Total Liabilities	89,713	5,627,521	5,717,234	9,084
NET POSITION				
Net Investment in Capital Assets	2,037,016	2,805,534	4,842,550	-
Restricted for				
PA 302 Funds	1,152	-	1,152	-
Major Street	155,384	-	155,384	-
Local Street	84,553	-	84,553	-
Municipal Street	294,259	-	294,259	-
Non-major Governmental	156,995	-	156,995	-
Downtown Development Authority	-	-	-	57,819
Debt Service	-	1,365,762	1,365,762	-
Unrestricted	1,173,701	634,825	1,808,526	-
Total Net Position	\$ 3,903,060	\$ 4,806,121	\$ 8,709,181	\$ 57,819

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 GOVERNMENT-WIDE STATEMENT OF ACTIVITIES
 For the Fiscal Year Ended September 30, 2018

EXHIBIT B

Functions/Programs	NET (EXPENSE) REVENUE AND CHANGES IN NET POSITION						
	Expenses	PROGRAM REVENUES		PRIMARY GOVERNMENT			Component Unit
		Charges for Services	Operating Grants and Contributions	Governmental Activities	Business-Type Activities	Total	
Primary Government							
Governmental Activities							
General Government	\$ 137,856	\$ 17,253	\$ 75,681	\$ (44,922)	\$ -	\$ (44,922)	\$ -
Public Safety	307,749	111,944	604	(195,201)	-	(195,201)	-
Public Works	416,776	1,650	178,757	(236,369)	-	(236,369)	-
Community and Economic Development	14,447	-	-	(14,447)	-	(14,447)	-
Recreation and Culture	53,728	1,350	-	(52,378)	-	(52,378)	-
Interest Expense	2,779	-	-	(2,779)	-	(2,779)	-
Total Governmental Activities	933,335	132,197	255,042	(546,096)	-	(546,096)	-
Business-Type Activities							
Sewer	556,490	424,660	-	-	(131,830)	(131,830)	-
Water	459,164	536,061	-	-	76,897	76,897	-
Total Business-Type Activities	1,015,654	960,721	-	-	(54,933)	(54,933)	-
Total Primary Government	\$ 1,948,989	\$ 1,092,918	\$ 255,042	(546,096)	(54,933)	(601,029)	-
Component Units							
Downtown Development Authority	\$ 26,417	\$ 21,199	\$ 4,590	-	-	-	(628)
Total Component Units	\$ 26,417	\$ 21,199	\$ 4,590	-	-	-	(628)
General Revenues							
Property Taxes				559,071	-	559,071	20,493
State-Shared Revenues				167,631	-	167,631	-
Unrestricted Investment Earnings				11,059	5,078	16,137	-
Rents				23,133	-	23,133	-
Other Revenues				3,390	-	3,390	-
Total General Revenues				764,284	5,078	769,362	20,493
Change in Net Position				218,188	(49,855)	168,333	19,865
Net Position--Beginning				3,684,872	4,855,976	8,540,848	37,954
Net Position--Ending				\$ 3,903,060	\$ 4,806,121	\$ 8,709,181	\$ 57,819

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
BALANCE SHEET-- GOVERNMENTAL FUNDS AND
RECONCILIATION TO STATEMENT OF NET POSITION
September 30, 2018

EXHIBIT C

	MAJOR FUNDS					Total
	General	Major Street	Local Street	Municipal Street	Nonmajor Funds	Governmental Funds
<u>ASSETS</u>						
Cash and Cash Equivalents	\$ 1,171,608	\$ 137,721	\$ 70,195	\$ 281,611	\$ 160,238	\$ 1,821,373
Receivables						
Taxes--Delinquent	24,170	-	-	9,534	-	33,704
Special Assessments--Delinquent	-	-	-	-	6,264	6,264
Accounts	4,141	-	-	-	-	4,141
Due From State	-	18,213	8,573	-	-	26,786
Due From Other Funds--Primary Government	-	-	11,985	-	-	11,985
Inventory	-	-	-	5,354	-	5,354
Total Assets	\$ 1,199,919	\$ 155,934	\$ 90,753	\$ 296,499	\$ 166,502	\$ 1,909,607
<u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</u>						
<u>Liabilities</u>						
Accounts Payable	\$ 4,572	\$ 550	\$ 6,200	\$ -	\$ 9,507	\$ 20,829
Due to Other Funds--Primary Government	11,985	-	-	-	-	11,985
Due to Other Funds--Component Unit	5,602	-	-	2,240	-	7,842
Accrued Liabilities	681	-	-	-	-	681
Escrows Payable	2,226	-	-	-	-	2,226
Total Liabilities	25,066	550	6,200	2,240	9,507	43,563
<u>DEFERRED INFLOWS OF RESOURCES</u>						
Unavailable Revenue	20,136	-	-	7,943	5,064	33,143
<u>Fund Balances</u>						
Non-spendable	-	-	-	5,354	-	5,354
Restricted for						
PA 302 Funds	1,152	-	-	-	-	1,152
Major Street	-	155,384	-	-	-	155,384
Local Street	-	-	84,553	-	-	84,553
Municipal Street	-	-	-	280,962	-	280,962
Non-major Governmental	-	-	-	-	151,931	151,931
Assigned for						
Vehicle Replacement	204,456	-	-	-	-	204,456
Unassigned	949,109	-	-	-	-	949,109
Total Fund Balances	1,154,717	155,384	84,553	286,316	151,931	1,832,901
Total Liabilities, Deferred Inflows, and Fund Balances	\$ 1,199,919	\$ 155,934	\$ 90,753	\$ 296,499	\$ 166,502	\$ 1,909,607
Fund Balances--Total Governmental Funds						\$ 1,832,901
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.						2,095,151
Revenues that do not provide current financial resources are not reported as revenue in the funds--delinquent property taxes.						33,143
Long-term liabilities are not due and payable in the current period and are not reported in the funds.						(58,135)
Net Position of Governmental Activities						\$ 3,903,060

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES--GOVERNMENTAL FUNDS
AND RECONCILIATION TO STATEMENT OF ACTIVITIES
For the Fiscal Year Ended September 30, 2018

EXHIBIT D

	MAJOR FUNDS					Total
	General	Major Street	Local Street	Municipal Street	Non-Major Funds	Governmental Funds
Revenues						
Property Taxes	\$ 343,076	\$ -	\$ -	\$ 135,288	\$ -	\$ 478,364
Special Assessments	-	-	-	-	79,040	79,040
Licenses and Permits	16,087	-	-	-	21,650	37,737
State Grants	168,168	112,745	65,079	-	-	345,992
Charges for Services	92,893	-	-	-	-	92,893
Fines and Forfeits	1,567	-	-	-	-	1,567
Interest and Rentals	73,870	315	87	385	213	74,870
Other Revenue	79,071	-	-	-	-	79,071
Total Revenues	774,732	113,060	65,166	135,673	100,903	1,189,534
Expenditures						
Current						
General Government	130,297	-	-	-	-	130,297
Public Safety	275,431	-	-	-	23,253	298,684
Public Works	147,907	56,912	56,613	20,595	76,080	358,107
Community and Economic Development	14,447	-	-	-	-	14,447
Recreation and Cultural	35,583	-	-	-	-	35,583
Capital Outlay	121,664	52,910	93,584	-	-	268,158
Debt Service	20,810	-	-	-	-	20,810
Total Expenditures	746,139	109,822	150,197	20,595	99,333	1,126,086
Excess of Revenues Over (Under) Expenditures	28,593	3,238	(85,031)	115,078	1,570	63,448
Other Financing Sources (Uses)						
Interfund Transfers In	-	-	108,633	-	-	108,633
Interfund Transfers (Out)	-	(23,633)	-	(85,000)	-	(108,633)
Total Other Financing Sources (Uses)	-	(23,633)	108,633	(85,000)	-	-
Net Change in Fund Balances	28,593	(20,395)	23,602	30,078	1,570	63,448
Fund Balance--October 1, 2017	1,126,124	175,779	60,951	256,238	150,361	1,769,453
Fund Balance--September 30, 2018	\$ 1,154,717	\$ 155,384	\$ 84,553	\$ 286,316	\$ 151,931	\$ 1,832,901
Net Change in Fund Balances--Total Governmental Funds						\$ 63,448
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.						
Add--Capital Outlay						268,158
Deduct--Depreciation Expense						(133,116)
Net increase (decrease) in revenue between the 2018 delinquent taxes and the 2017 delinquent taxes collected during 2018.						1,667
Repayments of installment purchase agreements is an expenditure in the governmental funds, but not in the Statement of Activities (where it reduces the long-term debt).						18,031
Change in Net Position of Governmental Activities						\$ 218,188

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
STATEMENT OF NET POSITION--
PROPRIETARY FUNDS
September 30, 2018

EXHIBIT E

	<u>ENTERPRISE FUNDS</u>		Total Enterprise Funds
	<u>Major Funds</u>		
	<u>Sewer</u>	<u>Water</u>	
<u>ASSETS</u>			
Current Assets			
Cash and Cash Equivalents	\$ 248,718	\$ 421,305	\$ 670,023
Accounts Receivable	12,037	13,286	25,323
Due From Other Funds	28	-	28
Total Current Assets	<u>260,783</u>	<u>434,591</u>	<u>695,374</u>
Non-current Assets			
Restricted Cash	672,192	693,570	1,365,762
Capital Assets--Net of Accumulated Depreciation	3,366,390	4,951,627	8,318,017
Capital Assets--Non-depreciating	30,017	24,500	54,517
Total Non-current Assets	<u>4,068,599</u>	<u>5,669,697</u>	<u>9,738,296</u>
Total Assets	<u>4,329,382</u>	<u>6,104,288</u>	<u>10,433,670</u>
<u>LIABILITIES</u>			
Current Liabilities			
Accounts Payable	45,301	15,220	60,521
Due to Other Funds	-	28	28
Total Current Liabilities	<u>45,301</u>	<u>15,248</u>	<u>60,549</u>
Non-current Liabilities			
Bonds Payable--Due Within One Year	148,000	95,000	243,000
Bonds Payable--Due in More Than One Year	1,261,000	4,063,000	5,324,000
Total Non-current Liabilities	<u>1,409,000</u>	<u>4,158,000</u>	<u>5,567,000</u>
Total Liabilities	<u>1,454,301</u>	<u>4,173,248</u>	<u>5,627,549</u>
<u>NET POSITION</u>			
Net Investment in Capital Assets	1,987,407	818,127	2,805,534
Restricted	672,192	693,570	1,365,762
Unrestricted	215,482	419,343	634,825
Total Net Position	<u>\$ 2,875,081</u>	<u>\$ 1,931,040</u>	<u>\$ 4,806,121</u>

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
STATEMENT OF REVENUES, EXPENSES, AND CHANGES
IN NET POSITION--PROPRIETARY FUNDS
For the Fiscal Year Ended September 30, 2018

EXHIBIT F

	<u>ENTERPRISE FUNDS</u>		Total Enterprise Funds
	<u>Major Funds</u>		
	<u>Sewer</u>	<u>Water</u>	
Operating Revenues			
Charges for Services	\$ 424,660	\$ 536,061	\$ 960,721
Total Operating Revenues	<u>424,660</u>	<u>536,061</u>	<u>960,721</u>
Operating Expenses			
Wages and Fringes	73,139	69,436	142,575
Operating Expenses	100,525	21,025	121,550
Repairs and Maintenance	16,136	3,208	19,344
Contracted Services	130,320	57,605	187,925
Utilities	11,246	19,559	30,805
Insurance	1,848	4,130	5,978
Depreciation	167,781	177,682	345,463
Total Operating Expenses	<u>500,995</u>	<u>352,645</u>	<u>853,640</u>
Operating Income (Loss)	<u>(76,335)</u>	<u>183,416</u>	<u>107,081</u>
Non-operating Revenues (Expenses)			
Interest Earned on Investments	2,478	2,600	5,078
Interest Expense	<u>(55,495)</u>	<u>(106,519)</u>	<u>(162,014)</u>
Total Non-operating Revenues (Expenses)	<u>(53,017)</u>	<u>(103,919)</u>	<u>(156,936)</u>
Change in Net Position	(129,352)	79,497	(49,855)
Total Net Position--October 1, 2017	<u>3,004,433</u>	<u>1,851,543</u>	<u>4,855,976</u>
Total Net Position--September 30, 2018	<u>\$ 2,875,081</u>	<u>\$ 1,931,040</u>	<u>\$ 4,806,121</u>

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
STATEMENT OF CASH FLOWS--
PROPRIETARY FUNDS
For the Fiscal Year Ended September 30, 2018

EXHIBIT G

	<u>ENTERPRISE FUNDS</u>		Total Enterprise Funds
	<u>Major Funds</u>		
	<u>Sewer</u>	<u>Water</u>	
Cash Flows From Operating Activities			
Cash Received From Customers	\$ 425,271	\$ 537,762	\$ 963,033
Cash Payments to Employees for Services and Benefits	(73,139)	(69,436)	(142,575)
Cash Payments to Suppliers for Goods and Services	(219,462)	(90,762)	(310,224)
Net Cash Provided by Operating Activities	<u>132,670</u>	<u>377,564</u>	<u>510,234</u>
Cash Flows From Non-operating Activities			
Due To/From Other Funds	(28)	28	-
Net Cash Flows From Non-operating Activities	<u>(28)</u>	<u>28</u>	<u>-</u>
Cash Flows From Capital and Related Financing Activities			
Acquisition of Capital Assets	(61,430)	(36,807)	(98,237)
Reduction of Debt	(142,000)	(93,000)	(235,000)
Interest Paid on Bonds	(55,495)	(106,519)	(162,014)
Net Cash Provided by Capital and Related Financing Activities	<u>(258,925)</u>	<u>(236,326)</u>	<u>(495,251)</u>
Cash Flows From Investing Activities			
Interest on Cash Equivalents	2,478	2,600	5,078
Net Cash Provided by Investing Activities	<u>2,478</u>	<u>2,600</u>	<u>5,078</u>
Net Increase (Decrease) in Cash and Cash Equivalents	(123,805)	143,866	20,061
Cash and Cash Equivalents at Beginning of Year	<u>1,044,715</u>	<u>971,009</u>	<u>2,015,724</u>
Cash and Cash Equivalents at End of Year	<u>\$ 920,910</u>	<u>\$ 1,114,875</u>	<u>\$ 2,035,785</u>
Reconciliation of Operating Income to Net Cash Provided by Operating Activities			
Operating Income (Loss)	\$ (76,335)	\$ 183,416	\$ 107,081
Adjustments to Reconcile Operating Income to Net Cash Provided by Operating Activities			
Depreciation Expense	167,781	177,682	345,463
(Increase) Decrease in Accounts Receivable	611	1,701	2,312
Increase (Decrease) in Accounts Payable	40,613	14,765	55,378
Net Cash Provided by Operating Activities	<u>\$ 132,670</u>	<u>\$ 377,564</u>	<u>\$ 510,234</u>

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 STATEMENT OF NET POSITION--
 COMPONENT UNIT
 September 30, 2018

EXHIBIT H

	<u>Downtown Development Authority</u>
<u>ASSETS</u>	
Cash and Cash Equivalents	\$ 59,061
Due From Other Funds--Primary Government	<u>7,842</u>
Total Assets	<u>66,903</u>
<u>LIABILITIES</u>	
Accounts Payable	<u>9,084</u>
Total Liabilities	<u>9,084</u>
<u>NET POSITION</u>	
Restricted	<u>57,819</u>
Total Net Position	<u><u>\$ 57,819</u></u>

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
STATEMENT OF ACTIVITIES--
COMPONENT UNIT
For the Fiscal Year Ended September 30, 2018

EXHIBIT I

	<u>Downtown Development Authority</u>
Program Expenses	
Public Works	<u>\$ 26,417</u>
Total Program Expenses	<u>26,417</u>
Program Revenue	
Charges for Services	21,199
Operating Grants and Contributions	<u>4,590</u>
Total Program Revenue	<u>25,789</u>
Net Program Revenue	<u>(628)</u>
General Revenue	
Taxes	<u>20,493</u>
Total General Revenue	<u>20,493</u>
Change in Net Position	<u>19,865</u>
Net Position	
Beginning of Year	<u>37,954</u>
End of Year	<u><u>\$ 57,819</u></u>

The Notes to Financial Statements are an integral part of this statement.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the Village of Three Oaks conform to accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The following is a summary of the significant accounting policies used by the Village:

Reporting Entity

The Village of Three Oaks is located in Berrien County and provides services to its 1,622 residents in many areas including: public safety (police), public works, and general government. The Village is a general law Village incorporated under Public Act 3 of 1895. The Village is governed by a seven-member council, including a president elected by the citizens of the Village.

The accompanying financial statements present the government and its component units, entities for which the government is considered to be financially accountable. The criteria established by Government Accounting Standards Board (GASB) Statement No. 61, "The Financial Reporting Entity," for determining the reporting entity includes oversight responsibility, fiscal dependency and whether the financial statements would be misleading if the data was not included. The component unit total is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the government (see discussion below for description of each component unit).

DISCRETELY PRESENTED COMPONENT UNIT

The following component unit is reported within the "component unit" column in the combined financial statements. The discretely presented component unit is an entity that is legally separate from the Village, but for which the Village is financially accountable or its relationship with the Village is such that exclusion would cause the financial statements to be misleading or incomplete.

Downtown Development Authority

The Downtown Development Authority (DDA) exists to encourage economic development in the downtown area of the Village. The governing body of the component unit is appointed by the Village Council. The component unit maintains a general fund as its sole operating fund. Separate financial statements of the individual component unit have not been issued as management believes these general purpose financial statements, including disclosures, contain complete information to constitute a fair presentation of the component unit.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation--Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of inter-fund activity has been removed from these statements. Governmental activities, normally supported by taxes and inter-governmental revenues, are reported separately from business-type activities which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment; and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenue.

Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized when it is both measurable and available. Revenues are considered to be available if they are collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, expenditures relating to compensated absences, claims, and judgments are recorded only when payment is due.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenues are recognized in the accounting period in which they become susceptible to accrual; that is, when they become both measurable and available to finance expenditures of the fiscal period. Property taxes, inter-governmental revenue, charges for services and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessments receivable due within the current fiscal period is considered to be susceptible to accrual as revenue of the current period. All other revenue items are considered to be measurable and available only when cash is received by the Village.

The Village reports the following major governmental funds:

- The General Fund is the Village's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The Major Street Fund accounts for the resources of state gas and weight tax revenues that are restricted for use on major streets.
- The Local Street Fund accounts for the resources of state gas and weight tax revenues that are restricted for use on local streets.
- The Municipal Street Fund accounts for the extra voted millage restricted for use on both the major and local streets.

The Village reports the following major proprietary funds:

- The Sewer Fund accounts for the sewer operations of the Village.
- The Water Fund accounts for the water operations of the Village.

Amounts reported as program revenues include: 1) charges to customers or applicants for goods, services, or privileges provided; 2) operating grants and contributions; and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services, and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The principal operating revenues of the Sewer Fund and Water Fund relate to charges to customers for sales and services. The Sewer Fund and Water Fund also recognizes the portion of tap fees intended to recover current costs (e.g., labor and material to hook up new customers) as operating revenue. The portion intended to recover the cost of the infrastructure is recognized as non-operating revenue. Operating expenses for proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenue and expenses, not meeting this definition, are reported as non-operating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the Village's policy to use restricted resources first, then unrestricted resources as they are needed.

Deposits and Investments

Cash is considered to be cash on hand, demand deposits, and short-term investments with a maturity of three months or less from the date of acquisition. The statement of cash flows includes both restricted and unrestricted cash and cash equivalents. Investments are stated at fair value and short-term investments are reported at cost, which approximates fair value. Earnings from investments are allocated to numerous funds as required by federal regulations, state statutes, and local ordinances.

Capital Assets

Capital assets, which include property, plant and equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items) are reported in the applicable governmental or business-type activities column in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$1,000 and an estimated useful life in excess of two years. Such assets are recorded at cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's lives are not capitalized.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Property, plant and equipment are depreciated using the straight-line method over the following useful lives:

	<u>Governmental Funds</u>	<u>Enterprise Funds</u>
Land Improvements	10 to 40 years	
Building and Building Improvements	15 to 40 years	
Vehicles	3 to 10 years	
Equipment	3 to 10 years	
Sewer System		50 years
Water System		40 years

Unavailable Revenue

Governmental funds report unavailable revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period or for resources that have been received, but not yet earned.

Long-Term Obligations

In the government-wide financial statements and proprietary fund type statements, the long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type Statement of Net Position. In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

Use of Estimates

The preparation of financial statements, in conformity with generally accepted accounting principles, requires management to make estimates and assumptions that affect the reported amounts of the following: assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates.

Other Financing Sources (Uses)

Transfers of cash between the various Village funds are budgeted but reported separately from revenues and expenditures as operating transfers in or (out), unless they represent temporary advances that are to be repaid, in which case, they are carried as assets and liabilities of the advancing or borrowing funds.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Fund Balance Classifications

In the fund financial statements, governmental funds report the following components of fund balance which comprise a hierarchy based on the extent to which the Village is bound to honor constraints on the specific purposes for which amounts in those funds can be spent.

Non-spendable Fund Balances

Non-spendable fund balances includes amounts in governmental funds to designate amounts which are not available for spending, or are legally or contractually required to be maintained. The non-spendable amount reported in the Municipal Street Fund is related to inventory.

Restricted Fund Balances

Restricted fund balance category includes amounts that can be spent only for the specific purposes stipulated by Constitution, external resource providers, or through enabling legislation.

The Village of Three Oaks reports the following restricted fund balances.

Special Revenue Funds

- Major Street Fund - The Major Street Fund is used in the Village to account for the maintenance and construction of the Village's major street system. The fund is used to account for the receipt and expenditure of state motor fuel taxes which are earmarked by law, Public Act (PA) 51 of 1951, for major street and highway purposes, federal aid for major street purposes, and general fund appropriations.
- Local Street Fund - The Local Street Fund is used in the Village to account for the maintenance and construction of the Village's local street system. The fund is used to account for the receipt and expenditure of state motor fuel taxes which are earmarked by law, PA 51 of 1951, for local street and highway purposes, federal aid for local street purposes, and general fund appropriations.
- Municipal Street Fund - This fund is used to account for revenues received from the extra voted millage levied for the purpose of street improvements.
- Rubbish Fund - This fund is used to account for revenues received from special assessments for the purpose of trash collection.
- Building Department Fund - This fund is used to account for revenues for building permits.
- Drug Forfeiture Fund - This fund is used to account for revenues received from drug forfeitures.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE A--SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The purpose of the component unit's restricted fund balances and revenue sources are listed below:

- DDA - This fund is used to account for the taxes captured by the DDA to administer the activities authorized under the Downtown Development Authority Act.

Assigned Fund Balance

Assigned fund balance is an amount that is intended to be used for specific purposes that are neither considered restricted or committed. The \$ 204,456 assigned fund balance in the General Fund has been assigned by the Council for future vehicle purchases.

Unassigned Fund Balance

Unassigned fund balance is the residual classification for the Village's General Fund and includes all spendable amounts not contained in the other classifications and is therefore available to be spent as determined by the Village Council. The Village Council has established a minimum fund balance policy that requires the Village to maintain an unassigned General Fund balance equal to 30% of core revenue and an additional 10% to be used for grant matches and future leveraging opportunities.

NOTE B--STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

Budgetary Information

Budgets are adopted by the Village Council for the General Fund and Special Revenue Funds after a public hearing is held. The budget basis of accounting does not differ significantly from the modified accrual basis used to reflect actual revenues and expenditures for these funds. The budget is adopted at the activity level and control is exercised at the activity level. The Village Council monitors and amends the budgets as necessary. Unexpended appropriations lapse at year end.

NOTE C--DEPOSITS AND INVESTMENTS

Michigan Compiled Laws, Section 129.91, authorizes the Village to deposit and invest in the accounts of Federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; bankers' acceptance of United States Banks; commercial paper rated by two standard rating agencies within the two highest classifications, which mature not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions which are rated

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE C--DEPOSITS AND INVESTMENTS (Continued)

investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Village has designated four banks for the deposit of Village funds. The investment policy adopted by the Village Council in accordance with Public Act 20 of 1943, as amended, has authorized investment in the instruments described in the preceding paragraph. The Village's deposits and investment policy are in accordance with statutory authority.

At year end, the Village's deposits and investments were reported in the basic financial statements in the following categories:

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total Primary Government</u>	<u>Component Unit</u>
Cash and Cash Equivalents	\$ 1,821,373	\$ 670,023	\$ 2,491,396	\$ 59,061
Restricted Cash	-	1,365,762	1,365,762	-
Total	<u>\$ 1,821,373</u>	<u>\$ 2,035,785</u>	<u>\$ 3,857,158</u>	<u>\$ 59,061</u>

Custodial Credit Risk

The custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, the Village's deposits may not be recovered. The Village does not have a deposit policy for custodial credit risk. The bank balance of the Village's deposits is \$4,160,693, of which \$510,480 is covered by Federal depository insurance. The remaining \$3,650,213 is uncollateralized. The bank balance of the component unit's deposits is \$60,035, of which all is covered by FDIC insurance. The Village also maintains \$300 in imprest cash.

Restricted Assets

In accordance with Village ordinances, separate bank accounts have been established to create reserved cash balances for the funding of sewer and water bond payments and sewer and water repair, replacement, and improvement to the individual systems. As of September 30, 2018, the reserve cash balances are \$672,192 and \$693,570 in the Sewer and Water Funds, respectively.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE D--PROPERTY TAXES

The Village's 2018 ad valorem tax was levied and collectible on July 1, 2018. It is the Village's policy to recognize revenues from the current tax levy in the current year when the proceeds of this levy are budgeted and made available for financing operations. Property taxes are recognized when received. The 2018 State taxable valuation amounted to \$38,501,000, on which ad valorem taxes levied for all Village purposes were \$478,364. There were 9.0015 mills for general operations and 3.6004 mills for street improvements. These taxes were recognized in the respective General and Municipal Street Funds.

Uncollected real property taxes, which become delinquent October 1, are purchased by Berrien County and paid to the Village in May of the subsequent year. The delinquent taxes at September 30 are recorded as delinquent taxes receivable and are offset by unavailable revenue.

NOTE E--RECEIVABLES

Accounts Receivable

Accounts receivable are also recorded in the Sewer and Water Funds. The receivables are based on the sewer and water services provided by the Village. The receivables do not have an allowance for doubtful accounts because any receivables not collected are placed on the customer's tax bill. The receivable for the Sewer Fund is \$12,037 and the receivable for the Water Fund is \$13,286.

The General Fund has a receivable of \$4,141 for a franchise fee due from the local cable company at September 30, 2018.

Taxes/Special Assessment Receivable--Delinquent

The delinquent taxes receivable in the General Fund and Municipal Street Fund along with the delinquent special assessments receivable in the Rubbish Fund at September 30, 2018, consist of uncollected real property taxes and special assessments levied July 1, 2018, which had not been collected by November 30, 2018. The delinquent property taxes for the General and Municipal Street Funds are \$24,170 and \$9,534, respectively, and the delinquent special assessments for the Rubbish Fund are \$6,264. The amount not collected within 60 days is offset by unavailable revenue of \$20,136 for the General Fund, \$7,943 for the Municipal Street Fund, and \$5,064 in the Rubbish Fund in the governmental fund financial statements.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE F--INTERFUND TRANSFERS/RECEIVABLES AND PAYABLES

The transfers for the primary government are as follows:

<u>Transfer Out</u>	<u>Transfer In</u>
	Local Street Fund
Major Street	\$ 23,633
Municipal Street	85,000
Total Government	<u>\$ 108,633</u>

Interfund transfers are used to transfer revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them.

The interfund receivables and payables for the Village are as follows:

<u>Due From</u>		<u>Due To</u>	
Primary Government--Local Street	\$ 11,985	Primary Government--General	\$ 11,985
Primary Government--Sewer	<u>28</u>	Primary Government--Water	<u>28</u>
Total Primary Government	<u>\$ 12,013</u>	Total Primary Government	<u>\$ 12,013</u>
Component Unit--DDA	\$ 7,842	Primary Government--General	\$ 5,602
Total Component Unit	<u>\$ 7,842</u>	Primary Government--Municipal Street	<u>2,240</u>
		Total Primary Government	<u>\$ 7,842</u>

The interfund receivable between the street funds relates to an invoice paid from the incorrect street fund that will be reimbursed in the following fiscal year. The interfund receivable between the DDA and primary government is for captured taxes not turned over at year end.

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE G--CAPITAL ASSETS

Capital asset activity of the primary government of the Village for the current year was as follows:

<u>Governmental Activities</u>	<u>Account Balances 10/01/17</u>	<u>Additions</u>	<u>Deductions</u>	<u>Account Balances 09/30/18</u>
Capital Assets Not Being Depreciated				
Land	\$ 275,914	\$ -	\$ -	\$ 275,914
Total	<u>275,914</u>	<u>-</u>	<u>-</u>	<u>275,914</u>
Capital Assets Being Depreciated				
Land Improvements	277,301	87,804	-	365,105
Buildings and Building Improvements	397,261	-	-	397,261
Equipment	208,101	-	-	208,101
Vehicles	545,942	33,860	-	579,802
Infrastructure--Roads	1,552,162	146,494	-	1,698,656
Total	<u>2,980,767</u>	<u>268,158</u>	<u>-</u>	<u>3,248,925</u>
Less Accumulated Depreciation				
Land Improvements	39,584	13,005	-	52,589
Buildings and Building Improvements	312,892	10,135	-	323,027
Equipment	168,927	7,774	-	176,701
Vehicles	408,323	24,593	-	432,916
Infrastructure--Roads	366,846	77,609	-	444,455
Total	<u>1,296,572</u>	<u>133,116</u>	<u>-</u>	<u>1,429,688</u>
Net Capital Assets Being Depreciated	<u>1,684,195</u>	<u>135,042</u>	<u>-</u>	<u>1,819,237</u>
Governmental Activities Capital Total				
Capital Assets--Net of Depreciation	<u>\$ 1,960,109</u>	<u>\$ 135,042</u>	<u>\$ -</u>	<u>\$ 2,095,151</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE G--CAPITAL ASSETS (Continued)

<u>Business-Type Activities</u>	<u>Account Balances 10/01/17</u>	<u>Additions</u>	<u>Deductions</u>	<u>Account Balances 09/30/18</u>
Capital Assets Not Being Depreciated				
Land--Sewer System	\$ 30,017	\$ -	\$ -	\$ 30,017
Land--Water System	24,500	-	-	24,500
Subtotal	<u>54,517</u>	<u>-</u>	<u>-</u>	<u>54,517</u>
Capital Assets Being Depreciated				
Sewer Land Improvements	40,089	46,805	-	86,894
Sewer Buildings and Improvements	7,524	-	-	7,524
Sewer Equipment	99,559	14,625	-	114,184
Sewer System	6,838,824	-	-	6,838,824
Water Buildings and Improvements	52,938	-	-	52,938
Water Equipment	15,700	36,807	-	52,507
Water Vehicles	42,794	-	-	42,794
Water System	<u>6,678,713</u>	<u>-</u>	<u>-</u>	<u>6,678,713</u>
Total	<u>13,776,141</u>	<u>98,237</u>	<u>-</u>	<u>13,874,378</u>
Less Accumulated Depreciation				
Sewer Land Improvements	40,089	2,340	-	42,429
Sewer Buildings and Improvements	4,624	188	-	4,812
Sewer Equipment	90,894	2,730	-	93,624
Sewer System	3,377,649	162,522	-	3,540,171
Water Buildings and Improvements	30,075	1,324	-	31,399
Water Equipment	3,925	6,821	-	10,746
Water Vehicles	39,446	2,678	-	42,124
Water System	<u>1,624,197</u>	<u>166,859</u>	<u>-</u>	<u>1,791,056</u>
Total	<u>5,210,899</u>	<u>345,462</u>	<u>-</u>	<u>5,556,361</u>
Net Capital Assets Being Depreciated	<u>8,565,242</u>	<u>(247,225)</u>	<u>-</u>	<u>8,318,017</u>
Business-Type Activities Capital Total				
Capital Assets--Net of Depreciation	<u>\$8,619,759</u>	<u>\$ (247,225)</u>	<u>\$ -</u>	<u>\$8,372,534</u>

Depreciation expense was charged to programs of the primary government as follows:

Governmental Activities	
General Government	\$ 7,559
Public Safety	9,065
Public Works	98,347
Recreation and Culture	<u>18,145</u>
Total Governmental Activities	<u>\$ 133,116</u>
Business-Type Activities	
Sewer	\$ 167,780
Water	<u>177,682</u>
Total Business-Type Activities	<u>\$ 345,462</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE H--LONG-TERM DEBT

The individual long-term debt of the primary government of the Village, and the changes therein, may be summarized as follows:

	Balance 10/01/17	Additions	(Reductions)	Balance 09/30/18	Due Within One Year
<u>Governmental Activities</u>					
Installment Purchase Payable for six years at an interest rate of 3.59% due in annual installments of \$20,810.	\$ 76,166	\$ -	\$ (18,031)	\$ 58,135	\$ 18,688
Total Governmental Activities	<u>\$ 76,166</u>	<u>\$ -</u>	<u>\$ (18,031)</u>	<u>\$ 58,135</u>	<u>\$ 18,688</u>
<u>Business-Type Activities</u>					
2001 Sanitary Sewer Clean Water Loan with annual installments of \$90,000 to \$135,000 for 20 years at an interest rate of 2.5% for the sewer sanitary clean water program.	\$ 640,000	\$ -	\$ (120,000)	\$ 520,000	\$ 125,000
2001 Sanitary Sewer System Revenue Bonds annual installments of \$13,000 to \$63,000 for 40 years at an interest rate at 4.5% for the expansion of the sewer system.	911,000	-	(22,000)	889,000	23,000
2010 Water System Revenue Bonds due in semi-annual installments of \$59,000 to \$171,000 for 40 years at an interest rate of 3% for the expansion of the water system. Face value of the bonds is \$4,176,000, however only \$2,941,000 has been drawn down.	3,796,000	-	(68,000)	3,728,000	70,000
2013 Refunding Bonds due in semi-annual installments of \$10,000 to \$40,000 for 19 years at an interest rates ranging from .75% to 4.25% to refund the 1978 and 1992 Water System Revenue Bonds.	455,000	-	(25,000)	430,000	25,000
Total Business-Type Activities	<u>\$5,802,000</u>	<u>\$ -</u>	<u>\$ (235,000)</u>	<u>\$5,567,000</u>	<u>\$ 243,000</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE H--LONG-TERM DEBT (Continued)

Annual Principal and Interest Requirements

The annual requirements to pay the principal and interest on the Village's long-term debt obligations outstanding at September 30, 2018, are as follows:

Fiscal Year	Governmental Activities			Business-Type Activities		
	Principal	Interest	Total	Principal	Interest	Total
2019	\$ 18,688	\$ 2,122	\$ 20,810	\$ 243,000	\$ 135,629	\$ 378,629
2020	19,370	1,440	20,810	251,000	129,843	380,843
2021	20,078	732	20,810	259,000	123,815	382,815
2022	-	-	-	267,000	117,602	384,602
2023	-	-	-	130,000	112,949	242,949
2024-2028	-	-	-	736,000	513,451	1,249,451
2029-2033	-	-	-	820,000	415,076	1,235,076
2034-2038	-	-	-	801,000	325,650	1,126,650
2039-2043	-	-	-	820,000	235,455	1,055,455
2044-2048	-	-	-	741,000	131,655	872,655
2049-2051	-	-	-	499,000	22,725	521,725
Total	<u>\$ 58,136</u>	<u>\$ 4,294</u>	<u>\$ 62,430</u>	<u>\$ 5,567,000</u>	<u>\$ 2,263,850</u>	<u>\$ 7,830,850</u>

Installment Purchase Agreement

The Village entered into an installment purchase agreement with TCF Equipment Finance Company for the purchase of a 2016 International Truck. The truck was purchased for \$130,936 at an interest rate of 3.59% with annual installments of \$20,810.

Fiscal Year	Principal	Interest	Annual Total
2019	\$ 18,688	\$ 2,122	\$ 20,810
2020	19,370	1,440	20,810
2021	20,078	732	20,810
	<u>\$ 58,136</u>	<u>\$ 4,294</u>	<u>\$ 62,430</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE H--LONG-TERM DEBT (Continued)

2001 Sewer Clean Water Loan

The 2001 Sanitary Sewer Clean Water Loan was issued to finance a sewer clean water improvement project for the Village. The total bond issue approved by the Michigan Municipal Bond Authority is \$2,155,000 with interest payable at 2.5% per annum with interest payable semi-annually. There is no set interest schedule printed for bond issues because it changes based upon when the payment is delivered.

<u>Fiscal Year</u>	<u>April 1 Principal</u>	<u>April 1 Interest</u>	<u>October 1 Interest</u>	<u>Total Debt Service</u>
2019	\$ 125,000	\$ 6,437	\$ 4,875	\$ 136,312
2020	130,000	4,875	3,250	138,125
2021	130,000	3,250	1,625	134,875
2022	<u>135,000</u>	<u>1,625</u>	<u>-</u>	<u>136,625</u>
	<u>\$ 520,000</u>	<u>\$ 16,187</u>	<u>\$ 9,750</u>	<u>\$ 545,937</u>

2001 Sewer Revenue Bonds

The 2001 Sanitary Sewer System Revenue Bonds were issued in accordance with the provisions of Public Act 185 of 1957, as amended, to finance a sewer system improvement project for the Village. The total bond issue was approved by the U.S. Department of Agriculture (USDA), Rural Development, with interest payable at 4.5% per annum with interest payable semi-annually. There is no set interest schedule printed for bond issues because it changes based upon when the payment is delivered to the USDA.

<u>Fiscal Year</u>	<u>May 1 Principal</u>
2019	\$ 23,000
2020	24,000
2021	25,000
2022	26,000
2023	27,000
2024-2028	155,000
2029-2033	193,000
2034-2038	241,000
2039-2041	<u>175,000</u>
	<u>\$ 889,000</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS
For the Fiscal Year Ended September 30, 2018

NOTE H--LONG-TERM DEBT (Continued)

2010 Water Revenue Bonds

The 2010 Water System Revenue Bonds were issued in accordance with the provisions of Public Act 185 of 1957, as amended, to finance a water system improvement project for the Village. The total bond issue was approved by the USDA, Rural Development, with interest payable at 3% per annum with interest payable semi-annually.

<u>Fiscal Year</u>	<u>December 1 Principal</u>	<u>December 1 Interest</u>	<u>June 1 Interest</u>	<u>Total</u>
2019	\$ 70,000	\$ 55,920	\$ 54,870	\$ 180,790
2020	72,000	54,870	53,790	180,660
2021	74,000	53,790	52,680	180,470
2022	76,000	52,680	51,540	180,220
2023	78,000	51,540	50,370	179,910
2024-2028	426,000	239,400	233,010	898,410
2029-2033	487,000	205,710	198,405	891,115
2034-2038	560,000	167,025	158,625	885,650
2039-2043	645,000	122,565	112,890	880,455
2044-2048	741,000	71,385	60,270	872,655
2049-2051	499,000	15,105	7,620	521,725
	<u>\$ 3,728,000</u>	<u>\$ 1,089,990</u>	<u>\$ 1,034,070</u>	<u>\$ 5,852,060</u>

Water Supply System Revenue Refunding Bonds, Series 2013

In November 2013, the Village issued \$550,000 in Revenue Refunding Bonds with an interest rate ranging from .75% to 4.25% to advance refund \$590,000 of outstanding 1978 and 1992 Series bonds with interest rates of 5% and 6.625%. The Village refunded the 1978 and 1992 Series bonds to reduce its total debt service payments over the next nineteen years by \$131,957.

<u>Fiscal Year</u>	<u>January 1 Principal</u>	<u>January 1 Interest</u>	<u>July 1 Interest</u>	<u>Total</u>
2019	\$ 25,000	\$ 6,873	\$ 6,654	\$ 38,527
2020	25,000	6,654	6,404	38,058
2021	30,000	6,404	6,066	42,470
2022	30,000	6,066	5,691	41,757
2023	25,000	5,691	5,348	36,039
2024-2028	155,000	21,807	19,234	196,041
2029-2032	140,000	6,867	4,094	150,961
	<u>\$ 430,000</u>	<u>\$ 60,362</u>	<u>\$ 53,491</u>	<u>\$ 543,853</u>

VILLAGE OF THREE OAKS

NOTES TO FINANCIAL STATEMENTS For the Fiscal Year Ended September 30, 2018

NOTE I--DEFINED CONTRIBUTION PENSION PLAN

The Village provides a SIMPLE IRA plan to employees receiving at least \$5,000 in compensation. Employees are eligible to participate from the date of employment. The Village Council approved to match 3% of eligible wages for eligible employees. During the fiscal year, ten employees contributed \$29,705 and the Village contributed \$9,860.

NOTE J--RISK MANAGEMENT

The Village is exposed to various risks of loss related to property loss, torts, errors and omissions and employees injuries (workers' compensation). The Village purchased commercial insurance coverage through various policies for general liability, property, vehicle and workman's compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three years.

The Michigan Township's Participating Plan (Plan) operates as an insurance pool for local units of government in Michigan. The Plan purchases commercial insurance on behalf of its members at a lower cost than would be available on an individual basis.

NOTE K--TAX ABATEMENTS

The Village enters into property tax abatement agreements with local businesses for the purpose of attracting or retaining businesses within the Village. Each agreement was negotiated under a state law, which allows local units to abate property taxes for a variety of economic development purposes. The abatements may be granted to local businesses located within the Village or promising to relocate within the Village. Depending on the statute referenced for a particular abatement, the Village may grant abatements of up to 50% of annual property taxes through a direct reduction of the entity's property tax bill, not to exceed twelve years. Depending on the terms of the agreement and state law, abated taxes may be subject to recapture upon default of the entity. The Village has not made any commitments as part of the agreements other than to reduce taxes. The Village is not subject to any tax abatement agreements entered into by other governmental entities.

For the fiscal year ended September 30, 2018, the Village abated property taxes totaling \$2,728 under Public Act 198 of 1974, related to industrial facilities, which represents a 50% abatement of the millage rate on certain real and personal properties.

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE
 GENERAL FUND
 For the Fiscal Year Ended September 30, 2018

EXHIBIT J

	<u>BUDGETED AMOUNTS</u>			Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues				
Property Taxes	\$ 345,000	\$ 343,700	\$ 343,076	\$ (624)
Licenses and Permits	12,000	11,750	16,087	4,337
State Grants	152,400	179,275	168,168	(11,107)
Charges for Services	87,040	92,600	92,893	293
Fines and Forfeitures	3,000	1,450	1,567	117
Interest and Rentals	52,000	67,500	73,870	6,370
Other Revenue	73,760	78,800	79,071	271
Total Revenue	<u>725,200</u>	<u>775,075</u>	<u>774,732</u>	<u>(343)</u>
Expenditures				
General Government	145,100	149,390	130,297	19,093
Public Safety	328,000	321,900	275,431	46,469
Public Works	194,000	192,925	147,907	45,018
Community and Economic Development	8,000	18,350	14,447	3,903
Recreation and Culture	38,000	42,400	35,583	6,817
Capital Outlay	5,000	126,250	121,664	4,586
Debt Service	-	22,000	20,810	1,190
Total Expenditures	<u>718,100</u>	<u>873,215</u>	<u>746,139</u>	<u>127,076</u>
Excess of Revenues Over (Under) Expenditures	<u>7,100</u>	<u>(98,140)</u>	<u>28,593</u>	<u>126,733</u>
Fund Balance--October 1, 2017	<u>1,126,123</u>	<u>1,126,123</u>	<u>1,126,124</u>	<u>1</u>
Fund Balance--September 30, 2018	<u><u>\$ 1,133,223</u></u>	<u><u>\$ 1,027,983</u></u>	<u><u>\$ 1,154,717</u></u>	<u><u>\$ 126,734</u></u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE
 MAJOR STREET--MAJOR SPECIAL REVENUE FUND
 For the Fiscal Year Ended September 30, 2018

EXHIBIT K

	<u>BUDGETED AMOUNTS</u>			Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues				
State Grants				
Michigan Transportation Funds	\$ 75,000	\$ 94,000	\$ 112,745	\$ 18,745
Interest and Rentals	100	225	315	90
Total Revenues	<u>75,100</u>	<u>94,225</u>	<u>113,060</u>	<u>18,835</u>
Expenditures				
Public Works				
Routine Maintenance	35,000	31,590	16,705	14,885
Traffic	8,000	8,335	4,790	3,545
Winter Routine Maintenance	30,000	32,100	31,017	1,083
Administrative	8,000	7,750	4,400	3,350
Capital Outlay				
Preservation	-	52,910	52,910	-
Total Expenditures	<u>81,000</u>	<u>132,685</u>	<u>109,822</u>	<u>22,863</u>
Excess of Revenues Over (Under) Expenditures	<u>(5,900)</u>	<u>(38,460)</u>	<u>3,238</u>	<u>41,698</u>
Other Financing Sources (Uses)				
Interfund Transfers In	25,000	15,000	-	(15,000)
Interfund Transfers (Out)	<u>(18,750)</u>	<u>(23,700)</u>	<u>(23,633)</u>	<u>67</u>
Total Other Financing Sources (Uses)	<u>6,250</u>	<u>(8,700)</u>	<u>(23,633)</u>	<u>(14,933)</u>
Net Change in Fund Balance	350	(47,160)	(20,395)	26,765
Fund Balance--October 1, 2017	<u>175,779</u>	<u>175,779</u>	<u>175,779</u>	<u>-</u>
Fund Balance--September 30, 2018	<u>\$ 176,129</u>	<u>\$ 128,619</u>	<u>\$ 155,384</u>	<u>\$ 26,765</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE
 LOCAL STREET--MAJOR SPECIAL REVENUE FUND
 For the Fiscal Year Ended September 30, 2018

EXHIBIT L

	<u>BUDGETED AMOUNTS</u>			Variance With
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<u>Final Budget Positive (Negative)</u>
Revenues				
State Grants				
Michigan Transportation Funds	\$ 32,000	\$ 44,000	\$ 53,079	\$ 9,079
Other State Grants	-	-	12,000	12,000
Interest and Rentals	-	60	87	27
Total Revenues	<u>32,000</u>	<u>44,060</u>	<u>65,166</u>	<u>21,106</u>
Expenditures				
Public Works				
Sidewalks	-	3,300	-	3,300
Routine Maintenance	45,000	42,016	28,579	13,437
Traffic	845	2,895	1,749	1,146
Winter Routine Maintenance	12,000	22,350	21,729	621
Administration	4,000	6,150	4,556	1,594
Capital Outlay				
Preservation	-	93,584	93,584	-
Total Expenditures	<u>61,845</u>	<u>170,295</u>	<u>150,197</u>	<u>20,098</u>
Excess of Revenues Over (Under) Expenditures	(29,845)	(126,235)	(85,031)	41,204
Other Financing Sources (Uses)				
Interfund Transfers In	<u>93,750</u>	<u>108,600</u>	<u>108,633</u>	<u>33</u>
Total Other Financing Sources (Uses)	<u>93,750</u>	<u>108,600</u>	<u>108,633</u>	<u>33</u>
Net Change in Fund Balance	<u>63,905</u>	<u>(17,635)</u>	<u>23,602</u>	<u>41,237</u>
Fund Balance--October 1, 2017	<u>60,951</u>	<u>60,951</u>	<u>60,951</u>	<u>-</u>
Fund Balance--September 30, 2018	<u>\$ 124,856</u>	<u>\$ 43,316</u>	<u>\$ 84,553</u>	<u>\$ 41,237</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 REQUIRED SUPPLEMENTARY INFORMATION
 BUDGETARY COMPARISON SCHEDULE
 MUNICIPAL STREET--MAJOR SPECIAL REVENUE FUND
 For the Fiscal Year Ended September 30, 2018

EXHIBIT M

	<u>BUDGETED AMOUNTS</u>			Variance With Final Budget Positive (Negative)
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	
Revenues				
Property Taxes	\$ 137,000	\$ 135,300	\$ 135,288	\$ (12)
Interest and Rentals	-	250	385	135
Total Revenues	<u>137,000</u>	<u>135,550</u>	<u>135,673</u>	<u>123</u>
Expenditures				
Public Works	<u>26,000</u>	<u>26,000</u>	<u>20,595</u>	<u>5,405</u>
Total Expenditures	<u>26,000</u>	<u>26,000</u>	<u>20,595</u>	<u>5,405</u>
Excess of Revenues Over (Under) Expenditures	<u>111,000</u>	<u>109,550</u>	<u>115,078</u>	<u>5,528</u>
Other Financing Sources (Uses)				
Interfund Transfers (Out)	<u>(100,000)</u>	<u>(100,000)</u>	<u>(85,000)</u>	<u>15,000</u>
Total Other Financing Sources (Uses)	<u>(100,000)</u>	<u>(100,000)</u>	<u>(85,000)</u>	<u>15,000</u>
Net Change in Fund Balance	<u>11,000</u>	<u>9,550</u>	<u>30,078</u>	<u>20,528</u>
Fund Balance--October 1, 2017	<u>256,238</u>	<u>256,238</u>	<u>256,238</u>	<u>-</u>
Fund Balance--September 30, 2018	<u>\$ 267,238</u>	<u>\$ 265,788</u>	<u>\$ 286,316</u>	<u>\$ 20,528</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 COMBINING BALANCE SHEET
 NON-MAJOR GOVERNMENTAL FUNDS
 September 30, 2018

EXHIBIT N

	<u>SPECIAL REVENUE</u>			<u>Total</u>
	<u>Rubbish</u>	<u>Building Department</u>	<u>Drug Forfeiture</u>	
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 121,509	\$ 38,539	\$ 190	\$ 160,238
Delinquent Special Assessments Receivable	6,264	-	-	6,264
Total Assets	<u>\$ 127,773</u>	<u>\$ 38,539</u>	<u>\$ 190</u>	<u>\$ 166,502</u>
<u>LIABILITIES, DEFERRED INFLOWS AND FUND BALANCES</u>				
Accounts Payable	\$ 6,340	\$ 3,167	\$ -	\$ 9,507
Total Liabilities	<u>6,340</u>	<u>3,167</u>	<u>-</u>	<u>9,507</u>
<u>DEFERRED INFLOWS OF RESOURCES</u>				
Unavailable Revenue	<u>5,064</u>	<u>-</u>	<u>-</u>	<u>5,064</u>
Fund Balances				
Restricted	<u>116,369</u>	<u>35,372</u>	<u>190</u>	<u>151,931</u>
Total Fund Balances	<u>116,369</u>	<u>35,372</u>	<u>190</u>	<u>151,931</u>
Total Liabilities, Deferred Inflows and Fund Balances	<u>\$ 127,773</u>	<u>\$ 38,539</u>	<u>\$ 190</u>	<u>\$ 166,502</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 COMBINING STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCES
 NON-MAJOR GOVERNMENTAL FUNDS
 For the Fiscal Year Ended September 30, 2018

EXHIBIT O

	SPECIAL REVENUE			Total
	Rubbish	Building Department	Drug Forfeiture	
Revenues				
Special Assessments	\$ 79,040	\$ -	\$ -	\$ 79,040
Licenses and Permits	-	21,650	-	21,650
Interest and Rentals	146	66	1	213
Total Revenues	<u>79,186</u>	<u>21,716</u>	<u>1</u>	<u>100,903</u>
Expenditures				
Public Safety	-	23,253	-	23,253
Public Works	76,080	-	-	76,080
Total Expenditures	<u>76,080</u>	<u>23,253</u>	<u>-</u>	<u>99,333</u>
Excess of Revenue Over (Under) Expenditures	3,106	(1,537)	1	1,570
Fund Balance--October 1, 2017	<u>113,263</u>	<u>36,909</u>	<u>189</u>	<u>150,361</u>
Fund Balance--September 30, 2018	<u><u>\$ 116,369</u></u>	<u><u>\$ 35,372</u></u>	<u><u>\$ 190</u></u>	<u><u>\$ 151,931</u></u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
SCHEDULE OF REVENUES BY SOURCE
BUDGET AND ACTUAL--GENERAL FUND
For the Fiscal Year Ended September 30, 2018

EXHIBIT P

<u>REVENUES</u>	<u>Original Budget</u>	<u>Final Amended Budget</u>	<u>Actual</u>	<u>Variance With Final Budget Positive (Negative)</u>
Property Taxes				
Current Taxes	\$ 315,150	\$ 319,500	\$ 314,557	\$ (4,943)
Delinquent Taxes	25,000	18,500	22,630	4,130
Interest and Penalties	-	1,000	1,095	95
Administrative Fees	4,850	4,700	4,794	94
Total Property Taxes	<u>345,000</u>	<u>343,700</u>	<u>343,076</u>	<u>(624)</u>
Licenses and Permits				
Planning Reviews	3,000	-	-	-
Franchise Fees	9,000	11,750	16,087	4,337
Total Licenses and Permits	<u>12,000</u>	<u>11,750</u>	<u>16,087</u>	<u>4,337</u>
State Grants				
Liquor License	2,200	-	-	-
Police Training Grant	200	525	537	12
Local Community Stablization	-	3,350	3,363	13
Revenue Sharing	150,000	175,400	164,268	(11,132)
Total State Grants	<u>152,400</u>	<u>179,275</u>	<u>168,168</u>	<u>(11,107)</u>
Charges for Services				
Police	83,600	88,500	88,727	227
Park	1,000	1,300	1,350	50
Grass Cutting/Snow Plowing	2,400	1,650	1,650	-
Other Charges for Services	40	1,150	1,166	16
Total Charges for Services	<u>87,040</u>	<u>92,600</u>	<u>92,893</u>	<u>293</u>
Fines and Forfeitures				
Traffic and Ordinance Fines	3,000	1,450	1,567	117
Total Fines and Forfeitures	<u>3,000</u>	<u>1,450</u>	<u>1,567</u>	<u>117</u>
Interest and Rentals				
Vehicle Rental	30,000	36,500	39,678	3,178
Village Rental	18,000	22,250	23,133	883
Interest	4,000	8,750	11,059	2,309
Total Interest and Rentals	<u>52,000</u>	<u>67,500</u>	<u>73,870</u>	<u>6,370</u>
Other Revenue				
Local Revenue Sharing--Casino Funds	70,000	75,500	75,681	181
Other Donations	600	-	-	-
Reimbursements	3,160	3,300	3,390	90
Total Other Revenue	<u>73,760</u>	<u>78,800</u>	<u>79,071</u>	<u>271</u>
Total Revenue	<u>\$ 725,200</u>	<u>\$ 775,075</u>	<u>\$ 774,732</u>	<u>\$ (343)</u>

VILLAGE OF THREE OAKS--BERRIEN COUNTY
 SCHEDULE OF EXPENDITURES BY ACTIVITY
 BUDGET AND ACTUAL--GENERAL FUND
 For the Fiscal Year Ended September 30, 2018

EXHIBIT Q

<u>EXPENDITURES</u>	Original Budget	Final Amended Budget	Actual	Variance With Final Budget Positive (Negative)
General Government				
Village Council	\$ 9,610	\$ 9,050	\$ 8,848	\$ 202
President	2,490	3,115	3,049	66
Village Manager	30,000	32,200	25,695	6,505
Clerk	24,000	26,400	23,370	3,030
Accounting Fees	9,500	5,000	4,887	113
Treasurer	16,000	16,725	14,097	2,628
Building and Grounds	1,500	1,250	1,057	193
Attorney Fees	2,000	2,500	2,002	498
Other General Government	50,000	53,150	47,292	5,858
Total General Government	<u>145,100</u>	<u>149,390</u>	<u>130,297</u>	<u>19,093</u>
Public Safety				
Police	280,000	268,400	225,773	42,627
Fire	48,000	53,500	49,658	3,842
Total Public Safety	<u>328,000</u>	<u>321,900</u>	<u>275,431</u>	<u>46,469</u>
Public Works				
Department of Public Works	145,000	137,675	107,200	30,475
Drain at Large	27,000	27,000	15,379	11,621
Street Lights	22,000	28,250	25,328	2,922
Total Public Works	<u>194,000</u>	<u>192,925</u>	<u>147,907</u>	<u>45,018</u>
Community and Economic Development				
Planning	8,000	18,350	14,447	3,903
Total Community and Economic Development	<u>8,000</u>	<u>18,350</u>	<u>14,447</u>	<u>3,903</u>
Recreation and Culture				
Parks and Recreation	38,000	42,400	35,583	6,817
Total Recreation and Culture	<u>38,000</u>	<u>42,400</u>	<u>35,583</u>	<u>6,817</u>
Capital Outlay	5,000	126,250	121,664	4,586
Total Capital Outlay	<u>5,000</u>	<u>126,250</u>	<u>121,664</u>	<u>4,586</u>
Debt Service				
Principal	-	19,000	18,031	969
Interest	-	3,000	2,779	221
Total Debt Service	<u>-</u>	<u>22,000</u>	<u>20,810</u>	<u>1,190</u>
Total Expenditures	<u>\$ 718,100</u>	<u>\$ 873,215</u>	<u>\$ 746,139</u>	<u>\$ 127,076</u>



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

March 15, 2019

Village Council
Village of Three Oaks
P.O. Box 335
Three Oaks, Michigan 49128

Independent Auditor's Report

RE: Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of the Financial Statements Performed in Accordance With *Government Auditing Standards*

Dear Council Members:

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Three Oaks as of and for the year ended September 30, 2018, and the related notes to the financial statements, which collectively comprise the Village of Three Oaks' basic financial statements, and have issued our report thereon dated March 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Village of Three Oaks' internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Village of Three Oaks' internal control. Accordingly, we do not express an opinion on the effectiveness of the Village of Three Oaks' internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and

corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. However, material weaknesses may exist that have not been identified. We consider the deficiency described in the accompanying Schedule of Findings and Responses listed as Finding 2018-001 to be a material weakness.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Village of Three Oaks' financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, non-compliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of non-compliance or other matters that are required to be reported under *Government Auditing Standards*.

Village of Three Oaks' Responses to Findings

The Village of Three Oaks' responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Village of Three Oaks' responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Village of Three Oaks' internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Village of Three Oaks' internal control and compliance. Accordingly, this communication is not suitable for any other purpose. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RACHAEL EUBANKS
STATE TREASURER

March 15, 2019

Village Council
Village of Three Oaks
P.O. Box 335
Three Oaks, Michigan 49128

RE: Report to Those Charged With Governance

Dear Council Members:

We have audited the financial statements of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Village of Three Oaks, Berrien County, Michigan, for the fiscal year ended September 30, 2018, and have issued our report thereon dated March 15, 2019. Professional standards require that we provide you with information related to our audit.

Our Responsibility Under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in the engagement letter dated December 17, 2018, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we considered the internal control of the Village of Three Oaks. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we performed tests of the Village of Three Oaks' compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests was not to provide an opinion on compliance with such provisions.

Other information in Documents Containing Audited Financial Statements

Our responsibility for the supplementary information accompanying the financial statements, as described in professional standards, is to evaluate the presentation of supplementary information in relation to the financial statements as a whole and to report on whether the supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole. We made certain inquires of management and evaluated the form, content, and methods

of preparing the information to determine that the information complies with the accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or the financial statements themselves.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter and our meeting about planning matters February 19, 2019, with management.

Significant Results of the Audit

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Village of Three Oaks are described in Note A to the financial statements. We noted no transactions entered into by the Village of Three Oaks during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the governmental activities in the government-wide statements was depreciation.

Management's estimate of the depreciation is based on the straight-line method for all other capital assets. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements, taken as a whole.

Difficulties Encountered in Performing the Audit

We encountered no difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of the audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated March 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Village of Three Oaks' financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Village of Three Oaks' auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Village of Three Oaks Council and management of the Village of Three Oaks and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Sincerely,



Cary Jay Vaughn, CPA, CGFM
Audit Manager
Community Engagement and Finance Division

VILLAGE OF THREE OAKS

SCHEDULE OF FINDINGS AND RESPONSES

For the Fiscal Year Ended September 30, 2018

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

MATERIAL WEAKNESSES

Preparation of Financial Statements in Accordance With GAAP-Repeat Finding

Finding 2018-001

Condition: As is the case in many small and medium-sized governmental entities, the Village of Three Oaks has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements, fund financial statements, and notes to financial statements as part of its external financial reporting process. Accordingly, the Village's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its external auditors, who cannot by definition be considered to be a part of the Village's internal controls.

Criteria: All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principles (GAAP). This is the responsibility of the Village's management. The preparation of financial statements in accordance with GAAP requires internal controls over both: 1) recording, processing and summarizing accounting data (maintaining internal accounting books and records); and 2) reporting government-wide and fund financial statements, including the related notes to financial statements (external financial reporting).

Cause: This condition was caused by the Village's decision to outsource the preparation of its annual financial statements to the auditors. This decision was based on the determination that it would be more cost effective to outsource this function rather than invest the time and incur the expense to obtain the necessary training and expertise for Village to prepare this information internally.

Effect: The Village lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this duty.

Recommendation: We recommend that the Village Council evaluate the cost versus benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determine if it is in the best interests of the Village to outsource this duty to its external auditors. If the Village continues to rely on its external auditors to prepare the financial statements, we recommend that the council designate a responsible Village official to carefully review the draft financial statements, including the notes, prior to approving them and accepting responsibility for their content and presentation.

VILLAGE OF THREE OAKS

SCHEDULE OF FINDINGS AND RESPONSES

For the Fiscal Year Ended September 30, 2018

Management's Response: The Village staff prepares monthly financial statements for the Village Manager to review. However, it is not cost beneficial for the Village to hire additional staff for preparing the audit report and the GASB 34 statements required.